PRINTING A POSITION DESCRIPTION

1. From your SAP Easy Access screen enter transaction Code **PO13D** - Display Position in the command field.

2. Click the **Enter** button ✅ or press **Enter** to continue.

3. In the Position box enter the 30 million position number that you want to print the PD for.

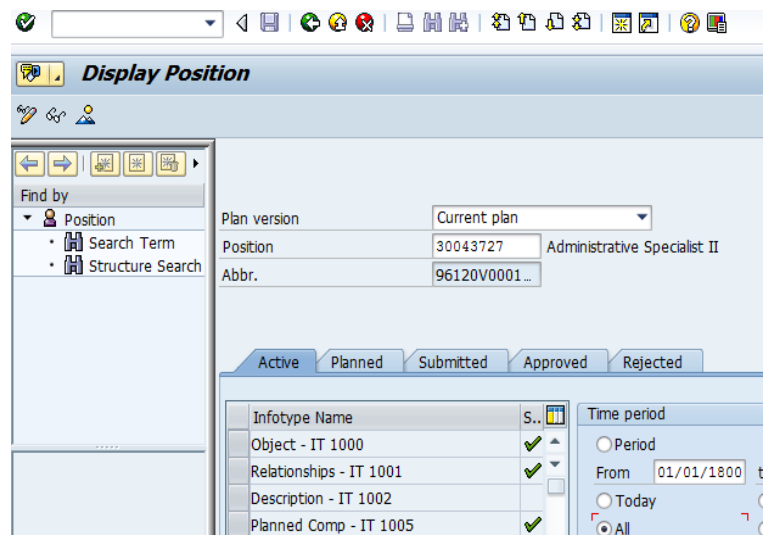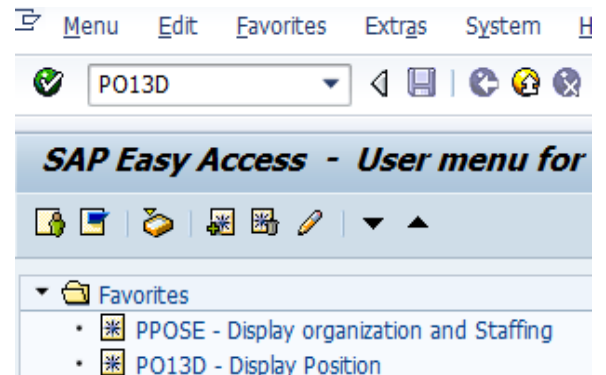| Plan version	Current plan ▼
Position	30043727
Abbr.	

4. Under Time Period choose the **All** radio button

⦿ All

5. Click the **Enter** button ✅ or press **Enter** to continue

6. Under Infotypes Choose
   KY Position Des – IT 9102
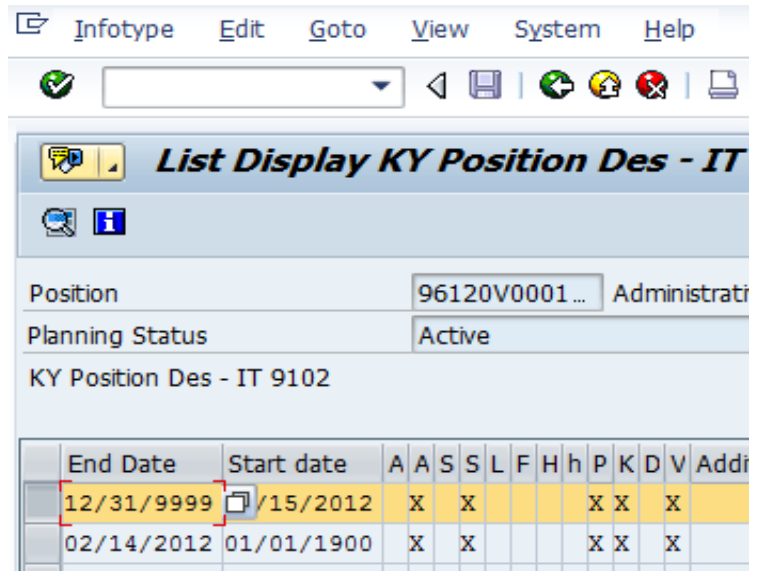
7. Click the **Overview** button 🏔️

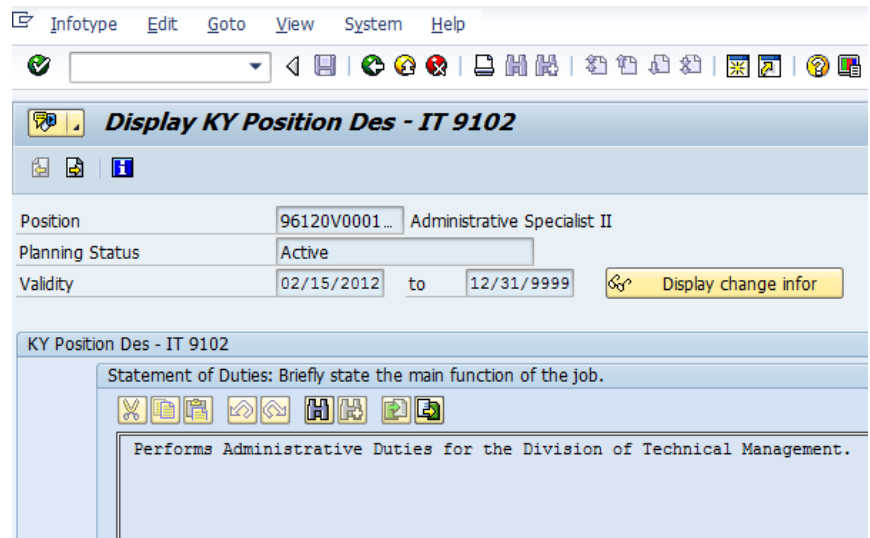| Infotype Name	S..
Object - IT 1000	✔
Relationships - IT 1001	✔
Description - IT 1002	
Planned Comp - IT 1005	✔
Vacancy - IT 1007	✔
Acct. Assignment -IT 1008	✔
Emp Grp/SubGrp - IT 1013	✔
Cost Distribution-IT 1018	✔
Adl Position Info-IT 9101	✔
KY Position Des - IT 9102	✔

8. In this example there are two records. Choose the first record and click the **Choose** button to view the

   Position Description for that validity date.

	End Date	Start date	A	A	S	S	L	F	H	h	P	K	D	V	Addi
	12/31/9999	/15/2012	X	X							X	X		X	
	02/14/2012	01/01/1900	X	X							X	X		X	

9. Choose the **Print** button

10. This will actually prompt you to save the PD as a PDF file. (We recommend that you create a folder on your desktop to temporarily store these in.)

11. Once saved, the Position Description will automatically open in the PDF form.

12. Within the PDF choose your **Print** button   and select your preferred print location.

13. Once you have printed the PD exit out of the PDF.

14. In KHRIS click the **Back**   button.

PRINTING A POSITION DESCRIPTION

15. To view and print the Position description for the second record click on that validity date and click the choose button.

| Infotype | Edit | Goto | View | System | Help |

List Display KY Position Des - IT 910

| Position | 96120V0001... | Administrative Spe |
| Planning Status | Active | |

KY Position Des - IT 9102

	End Date	Start date	A	A	S	S	L	F	H	h	P	K	D	V	Additional
	12/31/9999	02/15/2012	X	X							X	X		X	
	02/14/2012	/01/1900	X	X							X	X		X	

16. Choose the **Print** button

| Infotype | Edit | Goto | View | System | Help |

Display KY Position Des - IT 9102

Position	96120V0001...	Administrative Specialist II
Planning Status	Active	
Validity	01/01/1900 to 02/14/2012	Display change infor

KY Position Des - IT 9102

Statement of Duties: Briefly state the main function of the job.

Performs Administrative Duties for the Division of Energy Services.

17. In this example there were multiple holders of this position with the same Position Description, you will have to choose which employee's PD you want to print. Double click on the desired Perner.

| List | Edit | Goto | Settings | System | Help |

Print Position Description

Print Position Description
Commonwealth of Kentucky
Program ZPA_PRINT_POSITION_DESCRIPTION
System ECQ   **Client** 400
Run Date 03/28/2012   **Run Time** 04:53:37 PM
Period Start Date 01/01/1900   **Period End Date** 02/14/2012
No. Records 2

Pers.No.	Start date	End Date	Name	Pers.area	EE group	Subarea	Position
185532	03/02/2011	04/30/2011	Sims , Daisy F	0001	A	4001	30043727
192106	07/01/2011	12/31/9999	Lewis , Lucy D	0001	B	1000	30043727

PRINTING A POSITION DESCRIPTION

18. Once again, you must save the PD.

19. Once saved, the Position Description will automatically open in the PDF form.

PRINTING A POSITION DESCRIPTION

20. Within the PDF choose your **Print** button ![print icon] and select your preferred print location.

21. Once you have printed the PD exit out of the PDF to return to KHRIS.

22. To print the second holders PD Double click second Perner and repeat steps 17-21

23. You have successfully Printed a Position Description from KHRIS.